Position: Horseback Riding Assistant  
Classification: Nonexempt (Seasonal)  
Reports to: Horseback Riding Director  

Position Purpose: To further the mission of Clearwater Camp through assisting in the development and delivery of a horseback riding program that is safe, fun, and appropriate to the campers’ ages and abilities. Assist in the care and maintenance of the horses and related equipment.

Primary Responsibilities:
1. With the Horseback Riding Director, develop and deliver a horse program that is appropriate for the ages and abilities of the campers.  
   a. Write lesson plans that meet camp outcomes and the abilities of the campers.  
   b. Evaluate abilities of campers.  
   c. Deliver progressive horseback riding activities.  
   d. Teach and monitor proper use of equipment.  
   e. Assist in the evaluation of the success of the horseback riding program.
2. Ensure that camp staff and campers know and follow safety and educational procedures.  
   a. Assist in the implementation of staff training for horseback riding including rules of the trail, barn, and arena and safety equipment.  
   b. Train other staff in their responsibilities when horseback riding.  
   c. Ensure campers and staff follow safety procedures.  
   d. Be knowledgeable about the horse ring and arena and trails available for horseback riding.
3. Assist in the care and maintenance of the horses and related equipment.  
   a. Maintain the horse equipment including all tack, stalls, etc.  
   b. Conduct daily check of area and equipment for safety, cleanliness, and good repair.  
   c. Assist in packing all materials and supplies at the end of the season.

Other Job Duties:
• Participate enthusiastically in all camp activities, planning, and leading those as assigned.  
• Participate as a member of the camp staff team to deliver and supervise unit and evening programs, special events, overnights, and other all-camp activities and camp functions as assigned.  
• Assist in the planning of any special events.
Qualifications:

- Current certification in horseback riding or documented equivalent experience.
- Current certification in first aid and CPR.
- Prior supervision of a horseback riding program similar to the camp.
- Experience in supervising other horseback riding staff is desirable.

Knowledge Skills and Abilities:

- Training and experience in teaching children horseback riding.
- Desire and ability to work with children outdoors in varied conditions.

Essential Functions:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Endurance, including prolonged standing, some bending, stooping, and stretching.
- Requires eye-hand coordination and manual dexterity to manipulate Horseback Riding equipment and Horseback Riding activities.
- Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.
- The ability to lift up to 50 lbs.
- Willing to live in a camp setting and work irregular hours delivering program in the facility available.
- Operate with daily exposure to the sun and heat.